

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-362

For: State Offices

National CRP Continuous Signup Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Joint FSA and NRCS training to provide policy changes and instructions for CRP continuous signup provisions, including policy and procedure for enhancement provisions announced January 7, has been scheduled in Albuquerque, New Mexico, for April 10 through 14. There will be 3 identical training sessions, each 1 and ½ days in length.

B

Purpose

This notice:

- provides the scheduled dates and times of the 3 training sessions
- provides information about hotel accommodations
- advises State Offices that training material is scheduled to be posted to the Intranet and BBS by COB April 6
- authorizes attendance and provides the number of participants authorized from each State
- requires States to notify MSD via the Intranet of participant names and related information.

Disposal Date

May 1, 2000

Distribution

State Offices; State Offices relay to NRCS State Offices

Notice CRP-362

2 Scheduled Training

A

Training Dates and Times

The training will be conducted in 3 identical sessions as follows:

- Session I is scheduled to begin at 1 p.m. on Monday, April 10 and end by 5 p.m. on Tuesday, April 11
- Session II is scheduled to begin at 8 a.m. on Wednesday, April 12 and end by 12 noon on Thursday, April 13
- Session III is scheduled to begin at 1 p.m. on Thursday, April 13 and end by 5 p.m. on Friday, April 14.

Exhibit 1 provides the number of authorized attendees by State and session.

B

Topics To Be Covered

CRP continuous signup provisions, including enhancement provisions announced January 7, will be covered.

3 Hotel and Travel Authorization Information

A

Hotel Information

Participants are required to make their own reservations. Participants shall:

- make reservations directly with the Hyatt Regency Albuquerque, 330 Tijeras NW, Albuquerque, New Mexico, by April 4

Note: The telephone number is 505-842-1234 or 1-800-233-1234.

- identify themselves as a participant of the USDA-CRP Training Meeting.

Charges are \$60 plus 10.8125 percent tax for a single room each night and must be guaranteed for late arrival using a credit card. Check-in time is 3 p.m. and check-out time is 12 noon.

A block of rooms has been reserved, with check-in for:

- session I on April 9
 - session II on April 11
 - session III on April 12.
-

Continued on the next page

Notice CRP-362

3 Hotel and Travel Authorization Information (Continued)

B

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Albuquerque, New Mexico, is \$98 (\$60 for lodging and \$38 for M&IE) a day.

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

C

Airport Transportation

Airport transportation to and from the hotel is available from Checker Airport Express. Cost is \$10 one-way. A taxi from the airport to the hotel will cost from \$12 to \$15.

D

Training Materials

Copies of PowerPoint presentations and the training material are scheduled to be posted to Intranet and BBS by COB on April 6.

A copy of the training material will be provided to each participant at the National training sessions. Copies of the PowerPoint presentations will **not** be provided.

State Offices shall download and print copies of the training materials to be provided to Service Center employees during State training sessions.

Each participant shall bring a pocket calculator and sharp pencils.

E

Submitting Participant Information to MSD

For each participant designated to attend the National CRP continuous signup training, State Offices shall submit the following using the instructions in Exhibit 2:

- name
- agency
- State
- work number
- FAX number.

Note: State FSA Offices must have Microsoft Access installed on the PC to submit the data. If Microsoft Access is not available or installed, contact Jim Williams, CEPD, at 202-720-3265 for further instructions.

4 Action

A

**State Office
Action**

State Offices shall:

- designate the FSA participants to attend the National training session according to the number of participants approved for each State (Exhibit 1)

Note: The participant will provide follow-up training to Service Center employees.

- provide a copy of this notice to NRCS State Office
- notify MSD with designated participants' information for both FSA and NRCS participants according to paragraph 3 and Exhibit 2
- ensure participants make hotel reservations by April 4
- advise participants that the hotel will charge the full room rate for all nights guaranteed, if the participants check out earlier than the date indicated when the reservation was made
- advise participants that return flights shall not be scheduled earlier than 2 hours following the end of the respective training session
- make plans for joint FSA and NRCS State training to be completed no later than May 15, 2000

Continued on the next page

Notice CRP-362

4 Action (Continued)

A

State Office Action (Continued)

- document training according to the following, for participants of:
 - **Non-CAMS States**, complete SF-182 according to 6-PM
 - **CAMS States:**
 - select training session Course No. 020002 from the CAMS Training Course Catalog
 - go to CAMS web, select “Training”, then “Request Course Session” to make a “request to” attend this training

Notes: Once the training is requested in the CAMS system, the participant’s training request will flow into the supervisor, the State Training Officer for approval. After approval, the training request will flow into HRD/TDB for processing.

Direct questions about processing to Tom Montgomery or Joe Hoffman on 202-418-9041.

- advise participants needing accommodations to attend this training to notify the:
 - airline and hotel at the time of reservation of the accommodations needed
 - National Office with any questions or accommodations, such as sign language interpreter.

B

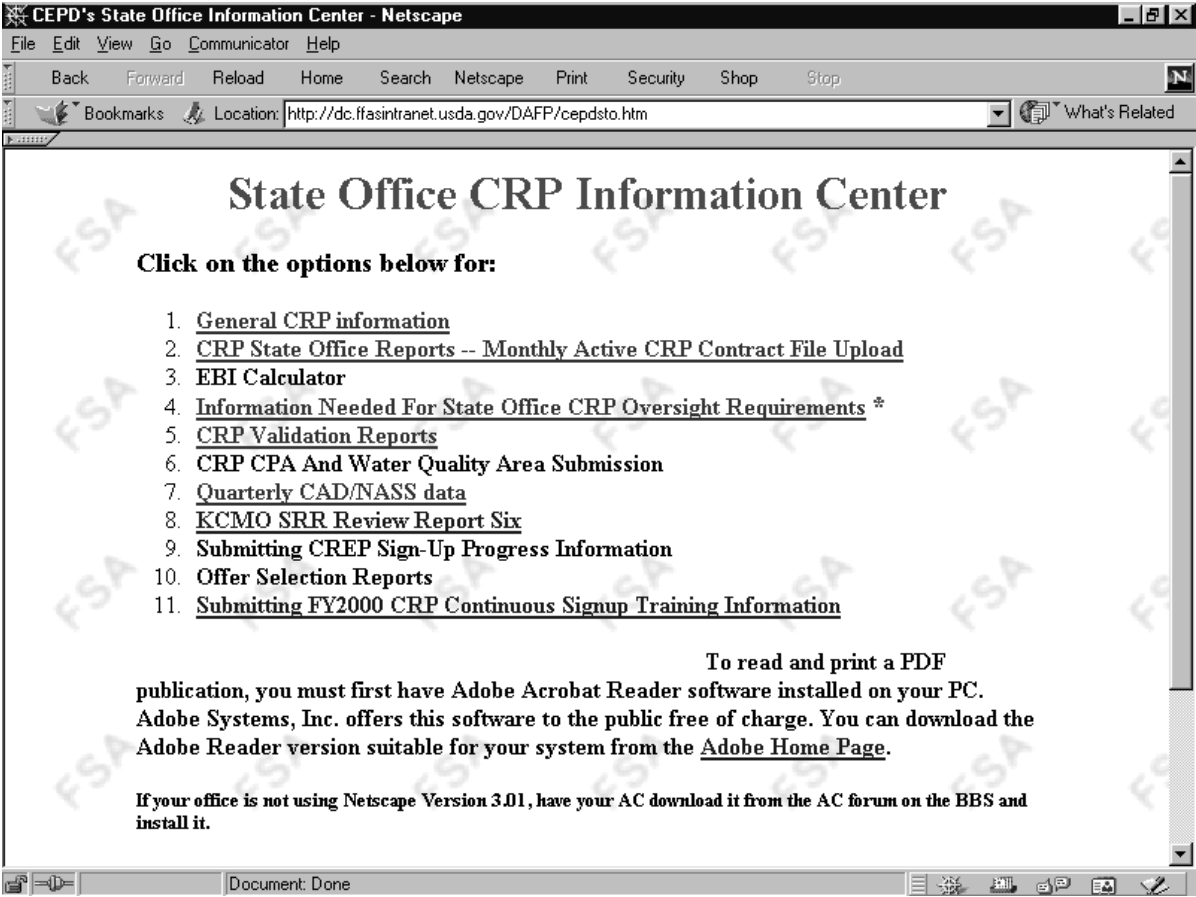
NRCS Concurrence

NRCS National Office has concurred with this notice.

Number of State FSA Participants

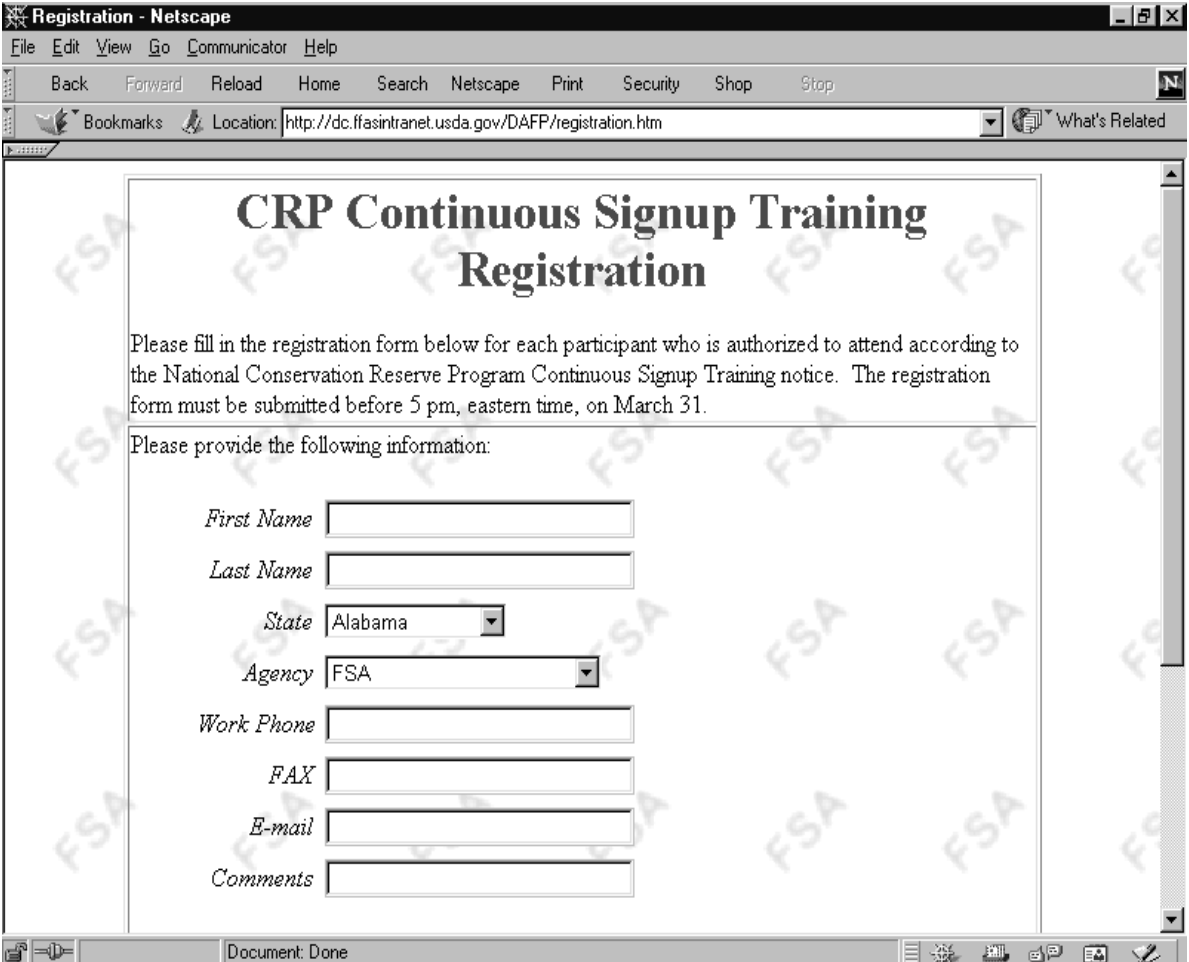
Session I		Session II		Session III	
State	FSA Participants	State	FSA Participants	State	FSA Participants
Alaska	1	Alabama	2	Connecticut/ Rhode Island	1
Arizona	1	Arkansas	2	Delaware	1
California	2	Illinois	2	Florida	2
Colorado	2	Indiana	2	Georgia	2
Hawaii	1	Iowa	2	Kentucky	2
Idaho	2	Kansas	2	Maine	2
Montana	2	Louisiana	2	Maryland	1
New Mexico	2	Michigan	2	Massachusetts	1
Nevada	1	Minnesota	2	New Hampshire	1
North Dakota	2	Mississippi	2	New Jersey	1
Oregon	2	Missouri	2	New York	2
South Dakota	2	Nebraska	2	North Carolina	2
Utah	2	Ohio	2	Pennsylvania	2
Virginia	2	Oklahoma	2	South Carolina	2
Washington	2	Puerto Rico	1	Tennessee	2
Wyoming	2	Texas	2	Vermont	1
		Wisconsin	2	West Virginia	1

Submitting Participant Information

Step	Action
1	<p>Access the FSA Intranet site at http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm using the State Office Internet account.</p> <p>Result: CEPD's State Office CRP Information Center Screen will be displayed.</p> 

Continued on the next page

Submitting Participant Information (Continued)

Step	Action
2	<p>Select option 11, “Submitting FY2000 Continuous Signup Training Information”.</p> <p>Result: CEPD’s CRP Continuous Signup Training Registration Page will be displayed.</p> 
3	<p>Provide the information requested. If you have any questions about completing the form, contact Sharon Rafter, CEPD, at 202-690-1612.</p>
4	<p>Click on the “Submit Form” button on the bottom of the CRP Continuous Signup Training Registration page to submit.</p> <p>Result: Confirmation that the CRP Continuous Signup Training Registration form has been processed will be displayed.</p>